**LESSON PLAN**

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| **Teacher Intern: \_\_\_Kanisha V. Patterson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Dates of Lesson Plan: \_\_\_ November 15, 2010\_\_\_\_\_\_\_\_\_\_\_** | |
| **Grade Level: \_11th-12th\_** | **Subject: \_ BCT I \_** | **Unit: \_Business Finance and Spreadsheet Applications\_** | | **Class Period: \_1st Block\_** |
| **Competencies from MS Framework: \_\_\_\_ Business and Computer Technology I #1 Page 47 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. **Anticipatory Set and Introduction** 2. **Give** students a blank deposit slip and ask the students if they knew what the slip is used for. 3. **Present** appropriate labels that should be placed on the bank deposit slip. 4. **Observe** the students’ correct responses to each number. 5. **State** the objective for today is complete a deposit slip and to prepare a check. | Blank Deposit Slip  Deposit Slip Labels Handout  PowerPoint Slides | **Observation** |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. Given the specific parts of the deposit slip, the student will list the components of a deposit slip with 100% accuracy. (*Cognitive, Remembering*) 2. Given the components of a deposit slip, the student will prepare a deposit slip for 100% accuracy. (*Cognitive, Applying*) | 1. **Body** 2. **Identify** the components of the deposit slip. 3. **Explain** that deposit slips are used when money is needed to be deposited into a banking account. 4. **Guide** students in correctly labeling a deposit slip   **Reinforcement**   1. Inform students they will be completing an individual assignment to complete a deposit slip. 2. Give each student a blank deposit slip and a list of information to be recorded. 3. Instruct the students that they will complete the deposit slip based on the information for a daily grade. | PowerPoint Slides  Components of a Deposit Slip  Blank Deposit Slip  Handout with Information that Should be Entered on The Deposit Slip | **Observation**  **Guided Practice**  **Individual Assignment** |
| 1. Given the specific parts of a check, the student will list the components of the check for 100% accuracy(*Cognitive, Remembering*) 2. Given a list of the components of a check, a student will prepare a check for an accuracy of 100%. (*Cognitive, Applying*) | 1. **Identify and Discuss** the components of a check for a checking account. 2. **Discuss** the reasons checks are written. 3. **Guide** the students in correctly preparing a completed check.   **Check for Understanding**  Give each student a blank check and inform the students to complete the check by inserting the given information. | PowerPoint Slides  Closing Entries  Blank Check  Blank Check and List of Information | **Observation**  **Guided Practice**  **Check for Understanding** |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. **Closing** 2. **Instruct** the students that they will be taking a quiz about the components of the deposit slip and check. 3. **Direct** the students that they will not be allowed to use their notes to complete the blank deposit slip and check 4. **Inform** each student to correctly complete the deposit slip and check and turn in to the teacher by the end of class. | Blank Deposit Slip  Blank Check | **Completely Labeled Deposit Slips** |